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ABSTRACT

This annotated guide has been developed to acquaint the instructor of office machines with some of the materials that will permit him to do a more effective job of teaching. A list of instructional aids for the following machines are given: adding and calculating, data processing, duplicating, filing, keypunch, machine transcription, and typewriting. A directory of firms dealing with office machines is included. (CK)

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ED055279

OFFICE MACHINES RESOURCE MATERIALS

for Adult Programs in Business Education

The University of the State of New York • The State Education Department
Bureau of Continuing Education Curriculum Development • Albany • New York • 12224

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Hobart H. Conover

Foreword

Resource materials afford the instructor opportunities to stimulate interest and make the learning process more meaningful. This guide has been developed to acquaint the instructor of office machines with some of the materials that will permit him to do a more effective and satisfying job of teaching. This is not to be considered an exhaustive list nor interpreted as an official list of titles recommended by the State Education Department.

Appreciation is expressed to William C. Bahn, Jr., instructor of business education at the Colonie Central High School, for his efforts in compiling these resource materials. Assistance relating to content was provided by Eugene P. Whitney and Ronald W. Wing, Associates in the Bureau of Business and Distributive Education. The project was coordinated, edited, and prepared for publication by Nelson S. Maurer, Associate in the Bureau of Continuing Education Curriculum Development.

HERBERT BOTHAMLEY, *Chief*
Bureau of Continuing Education
Curriculum Development

H. GEORGE MURPHY, *Director*
Division of School Supervision

Message to the Instructor

There are numerous materials available to the instructor of office machines that will help him add new dimensions to the learning process and thus better meet the needs of individual trainees. This publication is designed to acquaint the instructor with some of the instructional aids available in the several areas of office machines. Many of the textbooks and other items listed are for individuals with average ability.

Requests for any materials should be made directly to the publisher or producer. Addresses are listed in the Directory. Most items are for sale, but usually examination copies may be obtained from publishers when requested on official stationery. Items that may be rented are so indicated along with the source or sources. This is not an exhaustive source list so the specific item may be available at places other than those listed. Articles that are free are also noted and should be requested directly from the source listed.

New instructional aids are constantly being produced. Many times these items are listed in such publications as *The Balance Sheet*, *Business Education World*, and *Journal of Business Education*. Use the latest editions of *Educators Guide to Free Films*, *Free Filmstrips*, *Free Tapes*, and *Free and Inexpensive Learning Materials* as sources for additional teaching aids.

An instructor should not avoid using equipment for instructional purposes because he has had no previous experience with it. Generally, manufacturers' representatives are glad to demonstrate their equipment and supply operator manuals and instructional aids.

Instructors are encouraged to communicate to the Bureau their comments regarding the usefulness of the publication and to suggest additional materials that might be included in a subsequent revision.

HOBART H. CONOVER, *Chief*
Bureau of Business Education

ROBERT H. BIELEFELD, *Director*
Division of Occupational Education Instruction

Contents

	Page
Foreword	iii
Message to the Instructor	iv
Instructional Aids	1
Adding and Calculating	1
Data Processing	5
Duplicating	8
Filing	11
Keypunch	13
Machine Transcription	17
Related Office Skills	22
Special Office Equipment	28
Typewriting	29
Miscellaneous Reference Materials	39
Directory	42

Instructional Materials

Adding and Calculating

Texts

Agnew, P. L. & Cornelia, N. J. *Office machines course;* 3d ed. New Rochelle, N.Y. South-Western Publishing Co. 1962.

_____ & Pasewark, W. R. *Full-keyboard adding-listing machine course;* 3d ed. New Rochelle, N.Y. South-Western Publishing Co. 1963.

_____ *Key-driven calculator course;* 4th ed. New Rochelle, N.Y. South-Western Publishing Co. 1962.

_____ *Rotary calculator course;* 4th ed. New Rochelle, N.Y. South-Western Publishing Co. 1962.

_____ *Ten-key adding-listing machine and printing calculator course;* 3d ed. New Rochelle, N.Y. South-Western Publishing Co. 1963.

_____ & others. *Clerical office practice;* 4th ed. New Rochelle, N.Y. South-Western Publishing Co. 1967.
Office work assignments and printed tests available.

Archer, F. C. & others. *General office practice;* 3d ed. New York, N.Y. Gregg Division, McGraw-Hill Book Co. 1968.
Workbook and printed tests available.

Automatic printing calculator. Chicago, Ill. Victor Comptometer Corp. 1965.

Texts

Barron, A. E. & Taylor, J. R. *Clerical office training.* Englewood Cliffs, N.J. Prentice-Hall, Inc. 1963.
Job Book 1, 2, and printed tests available.

Divisumma 24; 30 lesson practice course. New York, N.Y. Olivetti Underwood Corp. 1963.
Student answer sheets available.

Dool, J. J. *Business machine exercises.* Englewood Cliffs, N.J. Gregg Division, McGraw-Hill Book Co. 1964.

Fasnacht, H. D. & others. *How to use business machines;* 3d ed. New York, N.Y. Gregg Division, McGraw-Hill Book Co. 1969.

Friedman, Sherwood, & Grossman, Jack. *Applied clerical practice;* 2d ed. New York, N.Y. Pitman Publishing Corp. 1962.
Workbook available.

_____ *Modern clerical practice;* 3d ed. New York, N.Y. Pitman Publishing Corp. 1968.
Workbook available.

Giordano, Albert. *Business machine calculation volume I; adding machines and printing calculators.* Englewood Cliffs, N.J. Prentice-Hall, Inc. 1964.

_____ *Business machine calculation volume II, rotary calculators.* Englewood Cliffs, N.J. Prentice-Hall, Inc. 1964.

Texts

Full-keyboard adding machine. Chicago, Ill. Victor Comptometer Corp. 1966.

Klein, A. E. *Full-keyboard adding machine office practice course in six lessons.* New York, N.Y. Remington Rand Office Machines, Division of Sperry Rand Corp. 1960.

Math-adding machine practice course. New York, N.Y. Olivetti Underwood Corp. 1968.

Meehan, J. R. *How to use the calculator and the comptometer;* 5th ed. Hightstown, N.J. Gregg Divison, McGraw-Hill Book Co. 1964.

_____ *Using the rotary calculator in the modern office.* Hightstown, N.J. Gregg Division, McGraw-Hill Book Co. 1965.

_____ & Kahn, Gilbert. *How to use adding machines—ten key, full key, printing calculator.* Englewood Cliffs, N.J. Gregg Division, McGraw-Hill Book Co. 1962.

Pactor, Paul. *Printing calculator course.* New York, N.Y. Pitman Publishing Corp. 1969.

_____ & Johnson, M. M. *Comprehensive business machines course;* rev. ed. New York, N.Y. Pitman Publishing Corp. 1968.

_____ *Full-keyboard adding machine course;* rev. ed. New York, N.Y. Pitman Publishing Corp. 1968.

_____ *Key-driven calculator course;* rev. ed. New York, N.Y. Pitman Publishing Corp. 1968.

Texts

_____ *Rotary calculator course;* rev. ed. New York, N.Y. Pitman Publishing Corp. 1968.

_____ *Ten-key adding machine course;* rev. ed. New York, N.Y. Pitman Publishing Corp. 1968.

Ten-key adding machine. Chicago, Ill. Victor Comptometer Corp. 1965.

Turner, D. R. *Office machines operator;* 3d ed. (Civil Service Tests) New York, N.Y. Arco Publishing Co., Inc. 1967.

Walker, A. L. & others. *How to use adding and calculating machines;* 3d ed. Hightstown, N.J. Gregg Division, McGraw-Hill Book Co. 1967.

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Programed Instruction

Full-keyboard adding machine. Dayton, Ohio. National Cash Register Co. Purchase - Local NCR office.
Explains how to operate the full-keyboard adding machine.

Ten-key adding machine. Dayton, Ohio National Cash Register Co. Purchase - Local NCR office.
Presents the touch system of operating the machine.

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Kits and Practice Sets

Agnew, P. L. *Machine office practice.* New Rochelle, N.Y. South-Western Publishing Co. 1959.
Presents a series of practical business problems using such business forms as checks, sales slips, deposit tickets, invoices, and time cards.

Kits and Practice Sets

Industry application studies. New York, N.Y. Olivetti Underwood Corp.
A series of booklets that presents business oriented case studies illustrating solutions to common arithmetic problems in a variety of industries.

Pactor, Paul. *Business machines projects.* New York, N.Y. Pitman Publishing Corp. 1960.
Contains nearly 2,500 problems which can be completed on an adding or calculating machine.

Presentation kit of Marchant calculator material. New York, N.Y. SCM Corp.
Provides a teaching aid for Models CM, 316, and 505. Each kit contains a teacher's guide, wall chart, tests and answer books, machine instruction book and sheets, problem book, and certificate of accomplishment.

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Instructor and Trainee Aids

Burroughs adding machine shortcuts. Detroit, Mich. Burroughs Corp.
Shows how an operator can become proficient at shortcutting. Practice problems are provided.

Teacher's portfolio. Chicago, Ill. Victor Comptometer Corp.
Suggests the number of pieces of equipment, required length of course, and a method of rating students. Includes an adding and calculating machine aptitude test which can be reproduced.

Instructor and Trainee Aids

Your keys to Victor educational services. Chicago, Ill. Victor Comptometer Corp.
Describes material and services available to educators.

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Films

Ten-key adding machine. National Cash Register Co. 30 min. sound. color. Free - Local NCR office.
Shows the method of operation and work performed by the machine.

Full-keyboard adding machine. National Cash Register Co. 30 min. sound. color. Free - Local NCR office.
Shows the method of operation and work performed by the machine.

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Filmstrips

Ten-key touch training course. Gregg Division, McGraw-Hill Book Co.
A series of 25 filmstrips used in training touch operation on all electric 10-key adding machines. Used with a controlled-reader-type projector.

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Transparencies

Clerk-typist. Visual Products Division. 3M Co.
A series of 17 units that presents the responsibilities of the clerk-typist.

Charts

The automatic calculator. Friden, Inc.
Explains the operation of the automatic calculator and how it is used in different kinds of businesses. A teacher's discussion guide accompanies the chart.

Display charts. Monroe International. color.
A series of charts that depicts modern electronic and rotary calculators and adding machines against visually interesting sites in the United States, Europe, and the Orient.

Divisumma 24 Keyboard. Olivetti Underwood Corp. color.
Shows the Divisumma 24 keyboard.

Office machines posters. Gregg Division, McGraw-Hill Book Co.
A series of posters that depicts the parts and use of the more popular office machines.

Rotary Calculator. Monroe International.
Presents the LA-7 Rotary Calculator on one side and the CSAE Rotary Calculator on the reverse side.

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Tapes

Ten-key business machine. Educational Research Associates.
A series of nine tapes that gives intergrated lessons for learning every operation of the machine.

Data Processing

Texts

Bookkeeper-account clerk; 3d ed. (Civil Service Tests) New York, N.Y. Arco Publishing Co., Inc. 1965.

Boynton, L. D. & others. *Basic bookkeeping and accounting.* (Adult and Continuing Education Series) New Rochelle, N.Y. South-Western Publishing Co. 1968.

_____ *20th century bookkeeping and accounting advanced course;* 23d ed. New Rochelle, N.Y. South-Western Publishing Co. 1968.
Working papers and study guide available.

Carr, T. D. *Bookkeeping machine operator instructional manual.* Wahpeton, N. Dak. Alexander's Valley Stationery. 1966.

Clow, C. A. & others. *Gregg accounting, advanced course;* 2d ed. Hightstown, N.J. Gregg Division, McGraw-Hill Book Co. 1969.
Working papers and study guides available.

Electrosumma 24CR duplex machine posting course. New York, N.Y. Olivetti Underwood Corp. 1967.

Electrosumma 22CR machine posting course. New York, N.Y. Olivetti Underwood Corp. 1967.

Texts

Freeman, M. H. & others. *Accounting 10/12.* Hightstown, N.J. Gregg Division, McGraw-Hill Book Co. 1968.
Working papers and study guide available.

Janis, Arthur, & Miller, Morris. *Fundamentals of modern bookkeeping.* New York, N.Y. Pitman Publishing Corp. 1965.

Kahn, Gilbert. *Business data processing basic principles and applications.* Hightstown, N.J. Gregg Division, McGraw-Hill Book Co. 1966.

Nelson, D. S. & Woods, R. S. *Accounting systems and data processing.* New Rochelle, N.Y. South-Western Publishing Co. 1961.

Randall, C. B. & Burgly, S. W. *Systems and procedures for business data processing;* 2d ed. New Rochelle, N.Y. South-Western Publishing Co. 1968.

Robichaud, Beryl. *Understanding modern business data processing.* Gregg Division, McGraw-Hill Book Co. 1966.

Data Processing

Kits and Practice Sets

Clow, C. A. & others. *Punched-card data processing system practice set.* Hightstown, N.J. Gregg Division, McGraw-Hill Book Co. 1970.
Presents a sales and payroll procedure. Correlated with Part 4 of *Accounting 10/12.*

Pactor, Paul. *Bookkeeping machines practice set.* New York, N.Y. Pitman Publishing Corp. 1961.
Introduces the posting operations of a bookkeeping machine.

Saunders, G. D. & Luskin, B. J. *Data processing: a practice set.* Athens, Ohio. McBee Systems. 1965.
Provides basic ideas and concepts of data processing.

Wanous, S. J. & Wanous, E. E. *Automation office practice.* New Rochelle, N.Y. South-Western Publishing Co. 1964.
Acquaints the student with the functions and procedures of automated data processing.

Wigge, B. S. & Wood, Merle. *Payroll systems and procedures.* Hightstown, N.J. Gregg Division, McGraw-Hill Book Co. 1970.
Correlated with *Accounting 10/12.*

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Instructor and Trainee Aids

Bookkeeping instruction in the 20th century. Monograph No. 118. New Rochelle, N.Y. South-Western Publishing Co. 1967.
Traces the history of bookkeeping instruction from 1900.

Instructor and Trainee Aids

Introduction to automatic business data processing. Albany, N.Y. New York State Education Department, Bureau of Secondary Curriculum Development. 1965.
Gives activities that can be used in bookkeeping courses to show automated data processing.

Musselman, V. A. & Hanna, J. M. *Teaching bookkeeping and accounting.* Hightstown, N.J. Gregg Division, McGraw-Hill Book Co. 1960.
Provides techniques for teaching bookkeeping and accounting.

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Films

The green light. Willard Pictures, Inc. 1968. 14 min. sound. color. Rent - Business Education Films.
Shows how information is handled by computers and related equipment.

NCR 160 bookkeeping machine. National Cash Register Co. 25 min. sound. color. Free - Local NCR office.
Describes the main features and the operation of the machine.

Once upon a punched card. IBM. 1964. 9 min. sound. color. Free.
Explains the basic principles of punched card accounting.

Response to the challenge. National Cash Register Co. 15 min. sound. color. Free - Local NCR office.
Discusses the development of the NCR 400 accounting machine.

Weaknesses of unprotected written records. National Cash Register Co. 20 min. sound. color. Free - Local NCR office.
Portrays the losses that can occur through the use of hand posted records.

Filmstrips

The EDP feasibility study. Bank Administration Institute. 1964. 15 min. sound. color. Free.
Portrays steps a bank should investigate before converting from conventional bookkeeping to electronic data processing.

Guest folio revenue. National Cash Register Co. 35 min. sound. color. Free - Local NCR office.
Points out some of the weaknesses found in motel hand posting systems and visits an installation utilizing a NCR 52 Motel Posting Machine. Used with an automatic sound filmstrip projector (DuKane type or similar).

The closing phase of bookkeeping. South-Western Publishing Co. 1968.
Tells how to prepare a six-column work sheet and explains the recording, posting of closing entries, balancing, and rulings for each kind of general ledger.

The opening phase of bookkeeping. South-Western Publishing Co. 1968.
Shows the opening of a set of books for a small motel business.

The recording phase of bookkeeping. South-Western Publishing Co. 1968.
Tells how to use T accounts to analyze transactions into debits and credits.

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Transparencies

Bookkeeping. Tecnifax Corp.
A series of 60 transparencies that covers a complete bookkeeping course.

Transparencies

Bookkeeping. United Transparencies, Inc.
A series of 11 transparencies that shows procedures for various bookkeeping systems.

Bookkeeping and accounting. South-Western Publishing Co.
A series of 22 transparencies correlated with *20th Century Bookkeeping and Accounting,* 23d ed.

Bookkeeping and accounting. Visual Products Division. 3M Co.
A series of transparencies that illustrates various business, banking, and accounting forms.

Business data processing fundamentals. Gregg Division, McGraw-Hill Book Co. color.
A series of 32 transparencies that covers common language media and mechanical and electronic data processing.

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Charts

Accounting charts. Gregg Division, McGraw-Hill Book Co.
A series of five charts correlated with *Accounting 10/12.*

Bookkeeping and accounting charts. South-Western Publishing Co.
A series of eight charts correlated with *20th Century Bookkeeping and Accounting,* 23d ed.

Bookkeeping machine chart. Olivetti Underwood Corp.
Shows the posting of accounts receivable using a machine.

Data processing charts. Teaching Aids Inc.
A series of charts showing the use of data processing equipment.

Duplicating

Texts

Agnew, P. L. & others. *Clerical office practice;* 4th ed. New Rochelle, N.Y. South-Western Publishing Co. 1967.

Archer, F. C. & others. *General office practice;* 3d ed. Hightstown, N.J. Gregg Division, McGraw-Hill Book Co. 1968.

Barron, A. E. & Taylor, J. R. *Clerical office training.* Englewood Cliffs, N.J. Prentice-Hall Inc. 1963.

Friedman, Sherwood, & Grossman, Jack. *Applied clerical practice;* 2d ed. New York, N.Y. Pitman Publishing Corp. 1962.

_____ *Modern clerical practice;* 3d ed. New York, N.Y. Pitman Publishing Corp. 1968.

Straub, L. L. & Gibson, E. D. *Liquid duplicating systems.* Dubuque, Iowa. William C. Brown Co. 1960.

_____ *Stencil duplicating systems.* Dubuque, Iowa. William C. Brown Co. 1960.

Techniques of mimeographing. Chicago, Ill. A. B. Dick Company, Inc. 1968.

Verry, H. R. & Wright, G. H. *Microcopying methods;* 2d ed. New York, N.Y. Focal Press Inc. 1967.

Programed Instruction

Preparing stencils and masters. Anaheim, Calif. Litton Instructional Materials, Inc. 1966.
Presents rules for proper preparation and correction of mimeograph stencils, fluid duplication, and multilith masters.

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Kits and Practice Sets

Systems training kits - general duplicating. Cleveland, Ohio. Addressograph Multigraph Corp.
Emphasizes how the offset process fulfills the needs of an office for copies and discusses the various types of office duplicating.

Systems training kit - order-invoice writing. Cleveland, Ohio. Addressograph Multigraph Corp.
Illustrates the benefits derived by applying multigraph methods to simplify paperwork procedures.

Systems training kit - procedures order writing. Cleveland, Ohio. Addressograph Multigraph Corp.
Provides an effective and sound foundation for a typical production order system.

Systems training kit - purchase order writing. Cleveland, Ohio. Addressograph Multigraph Corp.
Illustrates how multigraph methods can streamline and simplify the purchasing procedure.

Instructor and Trainee Aids

A course designed for training offset duplicator operators. Cleveland, Ohio. Addressograph Multigraph Corp. 1966.

Fundamentals of mimeographing. Edited by R. N. Cansler. Chicago, Ill. A. B. Dick Co., Inc. 1967.

Fundamentals of offset. Edited by R. N. Cansler. Chicago, Ill. A. B. Dick Co., Inc. 1966.

A graphic arts course outline. Cleveland, Ohio. Addressograph Multigraph, Corp.
Outlines the suggested content for a graphic arts course.

Graphic arts training in schools. Cleveland, Ohio. Addressograph Multigraph Corp. 1963.

Graphic communications . . . not just a job but a career. Cleveland, Ohio. Addressograph Multigraph Corp.
Describes the types of employment available in graphic communications.

Graphic communications — the student — the program — the opportunities. Cleveland, Ohio. Addressograph Multigraph Corp.
Describes the types of employment and opportunities available to those who enter the field of graphic communications. Explains the four basic elements of graphic communications.

How to make a paste-up layout for your Gestefax. Yonkers, N.Y. Gestetner Corp.
Describes materials and methods for preparing a layout for the Gestefax.

Instructor and Trainee Aids

Instructive Masters. Chicago, Ill. A. B. Dick Company, Inc.
Describes in four lessons the spirit duplicating process, the preparation of the spirit master unit, the operation of the fluid duplicator, and the various uses for fluid duplicators.

Learning how to use the Ditto D-10 and D-20. Chicago, Ill. Ditto Division, Bell and Howell Co.
Provides materials for teaching students how to use the direct process of duplicating.

Making a good impression on your master. Cleveland, Ohio. Addressograph Multigraph Corp.

Offset course outline. Chicago, Ill. A. B. Dick Company, Inc.
Gives teaching suggestions for a course in offset duplicating.

Preparing copy for camera. Cleveland, Ohio. Addressograph Multigraph Corp. 1961.

Stencil typing hints. Yonkers, N.Y. Gestetner Corp.
Gives hints for the typing of stencils.

Teacher's guide for training offset duplicator operators. Cleveland, Ohio. Addressograph Multigraph Corp.
Correlated with the charts and reference materials presented in *A Course Designed for Training Offset Duplicator Operators.*

Duplicating

Films

Duplicating by the spirit method. Bailey Films, Inc. 1961. Rent - Business Education Films, Syracuse University Film Library, Indiana University Audio-Visual Center.
Demonstrates the preparation of a master carbon, methods of making changes and corrections, and machine operation and care.

A matter of some urgency. A. B. Dick Co. 19 min. sound. color. Free.
Shows proper duplicating and copying procedures.

Mimeographing techniques. Bailey Films, Inc. 1958. 15 min. sound. color. Rent - Business Education Films, Syracuse University Film Library, Indiana University Audio-Visual Center.
Demonstrates the complete process of typing a stencil from cleaning and adjusting the typewriter to the use of the mimeoscope for hand lettering.

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Filmstrips

The fluid duplicator. A. B. Dick Co. 15 min. sound. color.
Explains the operation of the fluid duplicator.

The master. A. B. Dick Co. 15 min. sound. color.
Describes the fluid duplicating process.

The mimeograph. A. B. Dick Co. 24 min. sound. color.
Explains the operation of the mimeograph.

Offset and you. A. B. Dick Co. 8 min. sound. color.
Traces the history of lithography from the litho stone to present day offset.

Filmstrips

The stencil. A. B. Dick Co. 22 min. sound. color.
Describes the procedure for preparing a stencil.

Techniques of modern offset. A. B. Dick Co. sound. color.
A series of seven filmstrips that covers the complete offset process.

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Charts

How to operate the Ditto D-30 and D-31. Ditto Division, Bell and Howell Co.
Gives operating instructions for each machine.

Multilith offset 1250 machine feature charts. Addressograph Multigraph Corp.
A series of charts that illustrates features, attachments, and adjustments of the machine.

Offset machine model 320. A. B. Dick Co.
Shows the operating parts of the machine.

Offset machine model 350/360. A. B. Dick Co.
Points out the operating parts of the machine.

Operator's guide - multilith inks. Addressograph Multigraph Corp.
Helps the operator diagnose and remedy some of the various ink problems.

Filing

Texts

Agnew, P. L. & others. *Secretarial office practice;* 7th ed. New Rochelle, N.Y. South-Western Publishing Co. 1966.

_____ *Clerical office practice;* 4th ed. New Rochelle, N.Y. South-Western Publishing Co. 1967.

Archer, F. C. & others. *General office practice;* 3d ed. Hightstown, N.J. Gregg Division, McGraw-Hill Book Co. 1968.

Barron, A. E. & Taylor, J. R. *Clerical office training.* Englewood Cliffs, N.J. Prentice-Hall, Inc. 1963.

Bassett, E. D. & others. *Business filing and records control;* 3d ed. New Rochelle, N.Y. South-Western Publishing Co. 1964.

Cadwallader, L. H. & Rice, S. A. *Principles of indexing and filing;* 4th ed. Baltimore, Md. H. M. Rowe Co. 1968.

File clerk. (Civil Service Tests) New York, N.Y. Arco Publishing Company, Inc. 1961.

Friedman, Sherwood, & Grossman, Jack *Applied clerical practice;* 2d ed. New York, N.Y. Pitman Publishing Corp. 1962.

_____ *Modern clerical practice;* 3d ed. New York, N.Y. Pitman Publishing Corp. 1968.

Texts

_____ *Secretarial practice.* New York, N.Y. Pitman Publishing Corp. 1968.

Gregg, J. R. & others. *Applied secretarial practice;* 6th ed. Hightstown, N.J. Gregg Division, McGraw-Hill Book Co. 1968.

Guthrie, M. R. *Alphabetic indexing;* 3d ed. New Rochelle, N.Y. South-Western Publishing Co. 1964.

Kahn, Gilbert, & others. *Progressive filing;* 8th ed. Hightstown, N.J. Gregg Division, McGraw-Hill Book Co. 1968.

_____ *Workbook exercises in alphabetic filing.* 2d ed. Hightstown, N.J. Gregg Division, McGraw-Hill Book Co. 1961.

Selden, W. H. & others. *Filing and finding.* Englewood Cliffs, N.J. Prentice-Hall, Inc. 1962.

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Programed Instruction

Fahrner, W. F. & Gibbs, W. E. *Basic rules of alphabetic filing.* New Rochelle, N.Y. South-Western Publishing Co. 1965.

Kits and Practice Sets

Bassett, E. D. & others. *Filing office practice;* 3d ed. New Rochelle, N.Y. South-Western Publishing Co. 1964.
Provides a set of 64 cards that have four names on each card permitting the filing of 256 names in four card filing jobs.

Filing practice set. Baltimore, Md. H. M. Rowe Co. 1966.
Gives practice in filing minature letters and cross reference sheets alphabetically and then geographically.

Kahn, Gilbert, & others. *Gregg quick filing practice.* Hightstown, N.J. Gregg Division, McGraw-Hill Book Co. 1965.
Presents in 25 lessons the basic rules of indexing and filing.

_____ *Progressive filing practice set.* Hightstown, N.J. Gregg Division, McGraw-Hill Book Co. 1968.
Contains card guides for alphabetic, numeric, and geographic filing systems; correspondence guides and folders for alphabetic, numeric, and subject filing systems; a practice instruction manual booklet containing instructions, examples, and procedures for working with the practice materials.

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Instructor and Trainee Aids

Fundamental Rules for filing. Jamestown, N.Y. Art Metal, Inc.
Explains filing tools, five basic methods of filing, filing tips, cross reference, and rules of alphabetizing.

Films

Filing procedures in business; 2d ed. Coronet Films. 1965. 14 min. sound. color. Rent - Business Education Films, Syracuse University Film Library, Indiana University Audio-Visual Center.
Shows a step-by-step breakdown of the procedures of record keeping in a modern office.

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Filmstrips

Filing course. Gregg Division, McGraw-Hill Book Co.
A series of 25 filmstrips that contains separate exercises and problems and may be used with any standard textbook or practice set. Used with a skill-builder-type projector.

Filing, finding, and follow-up. McGraw-Hill Text-Films. 1959. 10 min. sound. color. Rent - Business Education Films.
Shows how the office worker can arrange her filing for easy work and effective followup.

Progressive filing series. McGraw-Hill Text-Films. 1961. sound. color. Rent - Business Education Films.
A series of four filmstrips that describes efficient filing procedures. Correlated with *Progressive Filing* by Kahn, Yerian, and Stewart.

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Transparencies

Clerk-typist. Visual Products Division. 3M Co.
A series of 17 units that presents the responsibilities of the clerk-typist.

Keypunch

Texts

Awad, E. M. *Automatic data processing principles and procedures.* Englewood Cliffs, N.J. Prentice-Hall, Inc. 1966.

_____ *Business data processing;* 2d ed. Englewood Cliffs, N.J. Prentice-Hall, Inc. 1968.

Hanson, Peggy. *Keypunching.* Englewood Cliffs, N.J. Prentice-Hall, Inc. 1966.

IBM card punch training on the IBM Selectric typewriter and IBM 26 card punch machine — student text. New York, N.Y. IBM Corp. 1965.

IBM card punch training on the IBM Selectric typewriter and IBM 26 card punch machine — teacher's manual. New York, N.Y. IBM Corp. 1965.

Pactor, Paul, & Kargilis, George. *Card punch machine operation book 1.* Hightstown, N.J. Gregg Division, McGraw-Hill Book Co. 1968.

_____ *Card punch machine operation book 2.* Hightstown, N.J. Gregg Division, McGraw-Hill Book Co. 1968.

_____ *Card punch simulator operation.* Hightstown, N.J. Gregg Division, McGraw-Hill Book Co. 1968.

Tabulator operator — IBM. (Civil Service Tests) New York, N.Y. Arco Publishing Co., Inc. 1965.

Texts

Van Ness, R. G. *Principles of punched card data processing;* rev. ed. Elmhurst, Ill. Business Press. 1967.

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Programed Instruction

Kahn, Gilbert. *Business data processing basic principles and applications.* Hightstown, N.J. Gregg Division, McGraw-Hill Book Co. 1966.
Gives basic principles and applications in a programed manner.

Programed instruction text - UNIVAC 1701/1710 keypunch. New York, N.Y. Univac Division, Sperry Rand Corp. 1968.
Gives the nomenclature, directions, and problems for keypunching.

Punched card data processing principles - 24-26 Card Punch/56 Verifier operation examination. New York, N.Y. IBM Corp. 1964.
Provides a test for the material presented in the *Operation Text.*

Punched card data processing principles - 24-26 Card Punch/56 Verifier operation illustrations. New York, N.Y. IBM Corp. 1964.
Furnishes detailed illustrations and explanations for card punching.

Programed Instruction

Punched card data processing principles — 24-26 Card Punch/56 Verifier operation notebook. New York, N.Y. IBM Corp. 1964.
Provides a notebook where the student can record the procedures for card punching and the operation of the card punch machine.

Punched card data processing principles — 24-26 Card Punch/56 Verifier - operation text. New York, N.Y. IBM Corp. 1964.
Correlates card punching and verifying with the use of the IBM 24 Card Punch, the IBM Printing Card Punch, and the IBM 56 Card Verifier.

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Kits and Practice Sets

Bux, W. E. *Key-punch training course.* New Rochelle, N.Y. South-Western Publishing Co. 1966.
Assists in building a vocational skill in the operation of an IBM 024, 026, and 029 Card Punch.

Saunders, G. D. & Luskin, B. J. *Data processing: a practice set.* Athens, Ohio. McBee Systems. 1965.
Provides units based on the systems, procedures, and text material contained in the practice set.

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Instructor and Trainee Aids

Card punch course. New York, N.Y. IBM Corp.
Gives suggestions for developing a course and instructional materials.

Instructor and Trainee Aids

Card punch - operator aptitude test. New York, N.Y. IBM Corp.
Provides a method of grouping students of similar abilities.

Horn, Jack. *Computer and data processing dictionary and guide.* Englewood Cliffs, N.J. Prentice-Hall, Inc. 1966.
Gives the meaning of terms and expressions used in data processing.

Instruction manual for Royal keypunch training tandem. Hartford, Conn. Royal Office Typewriters.
Provides a set of drills to help the student learn and master the numeric card punch keyboard.

Key punch machine operation and automatic business data processing. Albany, N.Y. New York State Education Department, Bureau of Secondary Curriculum Development. 1965.
Suggests a course of study in automatic business data processing.

Keypunch operation. Albany, N.Y. New York State Education Department, Bureau of Continuing Curriculum Development. 1968.
Gives a course outline with teaching suggestions for keypunch operation.

Practical methods. Athens, Ohio. McBee Systems.
Describes new developments in the field of automation as well as new services and products provided by McBee. Teachers may request to be placed on mailing list.

Instructor and Trainee Aids

A selected annotated bibliography of instructional materials for automatic business data processing. Bulletin No. 184. Albany, N.Y. New York State Education Department, Bureau of Business and Distributive Education. 1968.
Lists classroom instructional materials and references on various aspects of automatic data processing.

The teaching of automated data processing in the high school. Monograph No. 116. New Rochelle, N.Y. South-Western Publishing Co. 1967.
Gives guidelines for developing an instructional program in data processing.

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Films

Data processing: introductory principles. Sterling Films. 1968. 14 min. sound. color. Rent - Business Education Films.
Introduces the card as it is used in punched card data processing. Shows the organization of the card into rows, columns, and zones, and describes how the card is divided into fields to accomodate specific jobs.

Printing card punch. Sterling Films. 1968. 13 min. sound. color. Rent - Business Education Films.
Follows a card through the entire process of recording data on the keypunch machine.

Programming the key punch. Sterling Films. 1968. 13 min. sound. color. Rent - Business Education Films.
Shows the preparation of several different program cards and the function of the star wheels.

Filmstrips

Automation in today's modern office. Friden, Inc. 20 min. silent. color. Free.
Shows the evolution of office automation in nontechnical terms.

Basic data processing. Friden, Inc. 20 min. silent. color. Free.
Describes data processing at the source in easy-to-follow, step-by-step methods.

Basic punch card series of lesson films. Audio Vision, Inc.
A series of 16 color filmstrips prepared in programed instruction format and based on IBM's course, Punched Card Data Processing Principles.

Card punch training course. Gregg Division, McGraw-Hill Book Co.
A series of 12 filmstrips used in training touch operation of the card punch machine. Used with a skill builder type projector.

Challenge of electronic data processing. Bank Administration Institute. 10 min. sound. color.
Explains the development of modern-day data processing techniques, how computers work, and how they can be applied to helping banks with their record keeping requirements.

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Transparencies

Business data processing fundamentals. Gregg Division, McGraw-Hill Book Co.
A series of 32 transparencies that covers common language media and mechanical and electronic data processing. Correlated with Part 4 of *Accounting 10/12.*

Transparencies

Data processing. Visual Products Division, 3M Co.
A series of four volums that presents the theory and operations of data processing equipment without the need for expensive equipment.

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Charts

Data processing charts. Teaching Aids Inc.
A series of charts that illustrates the use of data processing equipment for business needs.

IBM Selectric keyboard with simulated keypunch chart. Teaching Aids Inc.
Shows the IBM Selectric keyboard with simulated keypunch.

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Tapes

Operator training course 24-26 Card Punch machine. Marsh-Pierce Corp.
A series of seven tapes that provides basic instruction and practice in operating the card punch machine.

Machine Transcription

Texts

Agnew, P. L. & others. *Clerical office practice;* 4th ed. New Rochelle, N.Y. South-Western Publishing Co. 1967.

Anderson, Ruth, & others. *Word finder;* 3d ed. Englewood Cliffs, N.J. Prentice-Hall, Inc. 1968.

Archer, F. C. & others. *General office practice;* 3d ed. Hightstown, N.J. Gregg Division, McGraw-Hill Book Co. 1968.

Barron, A. E. & Taylor, J. R. *Clerical office training.* Englewood Cliffs, N.J. Prentice-Hall, Inc. 1963.
Job Book 1, 2, and printed tests available.

Carey, C. B. *Business speller and vocabulary-builder;* 2d ed. New York, N.Y. Pitman Publishing Corp. 1960.

Clerk-steno transcriber; 3d ed. (Civil Service Tests) New York, N.Y. Arco Publishing Co., Inc. 1967.

Crank, D. H. & others. *Words: spelling, pronunciation, definition, and application;* 5th ed. Hightstown, N.J. Gregg Division, McGraw-Hill Book Co. 1962.

Friedman, Sherwood, & Grossman, Jack. *Applied clerical practice;* 2d ed. New York, N.Y. Pitman Publishing Corp. 1962.

Texts

_____ *Modern clerical practice;* 3d ed. New York, N.Y. Pitman Publishing Corp. 1968.

Kahn, Gilbert, & Mulkerne Donald. *How do you spell it?* New York, N.Y. Doubleday and Co., Inc. 1965.

Kramer, Edward. *How to punctuate a business letter;* 3d ed. New York, N.Y. Pitman Publishing Corp. 1968.

Lamb, M. M. *Word studies;* 5th ed. New Rochelle, N.Y. South-Western Publishing Co. 1963.

Leslie, L. A. *20,000 words, spelled and divided;* 5th ed. Hightstown, N.J. Gregg Division, McGraw-Hill Book Co. 1965.

Reigner, Charles. *Correct spelling.* Baltimore, Md. H. M. Rowe Co. 1963.

_____ *English for business use.* Baltimore, Md. H. M. Rowe Co. 1964.

_____ *Practical English drills.* Baltimore, Md. H. M. Rowe Co. 1960.

_____ *Practical punctuation drills* Baltimore, Md. H. M. Rowe Co. 1960.

Schachter, Norman. *English the easy way;* 3d ed. New Rochelle, N.Y. South-Western Publishing Co. 1969.

Smith, Kellogg, & Steele, Leighton. *Proper punctuation.* New York, N.Y. Doubleday and Company, Inc. 1962.

West, Leonard. *300 commas.* Hightstown, N.J. Gregg Division, McGraw-Hill Book Co. 1964.

Programed Instruction

Brendel, L. A. & Leffingwell, Elsie. *English usage drills and exercises.* Hightstown, N.J. Gregg Division, McGraw-Hill Book Co. 1968.
Provides a review of the fundamentals of English grammar.

_____ & Near, Doris. *Punctuation drills and exercises.* Hightstown, N.J. Gregg Division, McGraw-Hill Book Co. 1968.
Gives a review of the fundamentals of English grammar.

_____ *Spelling drills and exercises: programmed for the typewriter.* Hightstown, N.J. Gregg Division, McGraw-Hill Book Co. 1964.
Provides review of the fundamentals of spelling.

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Kits and Practice Sets

Cleary, J. B. *English style skill builders a self-improvement kit for transcribers and typists.* Hightstown, N.J. Gregg Division, McGraw-Hill Book Co. 1967.
Assists students to improve their skills in those areas of language usage, punctuation, spelling, and office procedures considered essential by employers and supervisors.

Complete instructor's kit. Long Island City, N.Y. DeJur-Amsco Corp.
Contains six manuals and four tapes covering machine transcription.

Dictaphone legal transcription course. New York, N.Y. Dictaphone Corp.
A series of 27 belts dealing with general law, corporate law, litigation, real estate, and wills and estates. A transcription textbook is available.

Kits and Practice Sets

Dictaphone Medical transcription course. New York, N.Y. Dictaphone Corp.
A series of 10 belts acquainting secretaries with medical terms, prefixes, and suffixes.

Dictaphone New York State machine transcription course. New York, N.Y. Dictaphone Corp.
A series of 28 belts consisting of 180 letters in varying degrees of difficulty.

Dictaphone secretarial practice course. New York, N.Y. Dictaphone Corp.
A series of 18 belts containing exercises from the areas of general business, transportation, communications, and entertainment. Other materials consist of a transcription textbook, a portfolio of teaching aids, and tests to determine a student's progress.

Edison Envoy secretarial training program. West Orange, N.J. Thomas A. Edison Industries.
A series of 16 tapes providing familiarization and use of the machines.

Edison Voicewriter legal secretarial training program. West Orange, N.J. Thomas A. Edison Industries.
A series of 14 tapes covering terms commonly used by a legal secretary.

Edison Voicewriter medical secretarial training program. West Orange, N.J. Thomas A. Edison Industries.
A series of 14 tapes covering the terms commonly used by a medical secretary.

Edison Voicewriter secretarial training program. West Orange, N.J. Thomas A. Edison Industries.
A series of eight disks covering familiarization and use of the machine.

Kits and Practice Sets

Gray Executive Transmission Center legal secretarial training course. Tecumseh, Mich. Gray Dictation Systems.
A series of 27 belts covering most of the words and phrases used throughout the legal profession.

Gray Executive Transmission Center secretarial course. Tecumseh, Mich. Gray Dictation Systems.
A series of 20 belts dealing with dictation equipment and covering instruction in punctuation and grammar.

Gray medical terminology in 30 days. Tecumseh, Mich. Gray Dictation Systems.
A series of 15 belts providing training for a medical secretary.

Gray New York State machine transcription course. Tecumseh, Mich. Gray Dictation Systems.
A series of 50 belts consisting of 180 letters in varying degrees of difficulty.

Gregg shorthand course. New York, N.Y. Dictaphone Corp.
A series of 60 belts that provides practice at various speeds of dictation.

IBM dictation equipment training belts. New York, N.Y. International Business Machines.
A series of 20 belts covering machine machine transcription techniques; business terminology; office communications; and fundamentals of spelling, punctuation, grammar, and word division.

Kits and Practice Sets

Norelco legal transcription and dictation course. Mountain View, Calif. Western Tape, Division of Educational Products Co.
A series of five cartridges that emphasizes legal correspondence, legal documents, and court documents.

Norelco machine transcription course. Mountain View, Calif. Western Tape, Division of Educational Products Co.
Provides an understanding of machine transcription.

Norelco medical transcription course. Mountain View, Calif. Western Tape, Division of Educational Products Co.
A series of eight cartridges that emphasizes medical-surgical terminology.

Norelco New York State machine transcription course. Mountain View, Calif. Western Tape, Division of Educational Products Co.
A series of 13 cartridges consisting of 180 letters, in varying degrees of difficulty.

Stenocord dictation for tomorrow's secretary. Cambridge, Mass. The Atwell Co.
A series of six belts that provides a wide range of transcribing experience in such fields as education, transportation and shipping, television, advertising, banking, sales, insurance, credit and collections, adjustments, legal, medical, and engineering.

Stenocord medical transcription course series A. Cambridge, Mass. The Atwell Co.
A series of 10 belts that introduces the terminology used in several fields of medicine.

Machine Transcription

Kits and Practice Sets

Stenocord New York State machine transcription course. Cambridge, Mass. The Atwell Co.
A series of 35 belts consisting of 180 letters in varying degrees of difficulty.

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Instructor and Trainee Aids

Bad letters be hanged! New York, N.Y. Mutual Life Insurance Company of New York.
Suggests ways to improve the writing of business letters by avoiding certain phrases and words.

How to spell it. New York, N.Y. Remington Rand Office Machines.
Lists the correct spelling and syllabication of 500 often used and misspelled words.

Speak when you write . . . Hartford, Conn. Connecticut Mutual Life Insurance Company.
Illustrates how to use clear and simple words for stereotypes.

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Films

Grammar: verbs and ways we use them. Coronet. 1957. 11 min. sound. black and white. Rent - Business Education Films, Syracuse University Film Library.
Calls attention to verb forms and what verbs do in sentences.

Improve your punctuation. Coronet. 1959. 10 min. sound. black and white. Rent - Business Education Films.
Explains the punctuation difficulties associated with the comma, semicolon, colon, question mark, and quotation marks.

Films

The secretary: transcribing. Coronet. 1966. 11 min. sound. color. Rent - Business Education Films, Syracuse University Film Library.
Demonstrates transcription techniques such as handling of shorthand notes, proper layout, making corrections, proofreading, handling nondictated letters, and the use of a transcribing machine.

Who wrote that? Connecticut Mutual Life Insurance Co. 13 min. sound. black and white. Free - Association Films, Inc.
Shows the five C's of good business letters: clarity, conciseness, coherence, completeness, content.

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Filmstrips

Using parts of speech. Jam Handy Org. 1963. silent. color.
A series of seven filmstrips that presents the correct usage of each part of speech by using meaningful visualization and student participation in varied and interesting exercises.

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Charts

Garbled grammar. J. Weston Walch.
A series of 15 charts that explains important points of grammar.

History of language. J. Weston Walch.
A series of 20 charts that traces the development of language from the Phoenicians through Latin, French, German, Spanish, and English, down to language at the United Nations.

Charts

You don't say! J. Weston Walch.
A series of 15 charts illustrating poor sentence structure.

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Tapes

Grammar - punctuation dictation tapes.
Western Tape, Division of Educational Products Co.
A series of five tapes covering grammar and punctuation usage.

Letter writing for the office.
Educational Research Associates.
A series of 12 tapes covering word selection and phrases, and sentence and paragraph development.

Medical-dental terminology. Educational Research Associates.
A series of 11 tapes giving attention to scientific environment, as well as root word, prefix, and suffix relationships.

Office style dictation tapes.
Western Tape, Division of Educational Products Co.
A series of three tapes introducing various techniques and idiosyncrasies of dictators.

Speed development tapes. Western Tape, Division of Educational Products Co.
A series of three tapes using the pyramid-building plan to develop fast writing responses, theory review, and enlarged vocabulary.

Vocabulary - letter dictation tapes.
Western Tape, Division of Educational Products Co.
A series of three tapes emphasizing troublesome vocabulary.

Related Office Skills

Texts

Agnew, P. L. & others. *Secretarial office practice;* 7th ed. New Rochelle, N.Y. South-Western Publishing Co. 1966.

_____ *Clerical office practice;* 4th ed. New Rochelle, N.Y. South-Western Publishing Co. 1967.

Andrews, M. E. *About her.* Hightstown, N.J. Gregg Division, McGraw-Hill Book Co. 1968.

_____ *About him.* Hightstown, N.J. Gregg Division, McGraw-Hill Book Co. 1968.

_____ *It's up to you.* Hightstown, N.J. Gregg Division, McGraw-Hill Book Co. 1969.

_____ *The job you want.* Hightstown, N.J. Gregg Division, McGraw-Hill Book Co. 1968.

_____ *You pay for it.* Hightstown, N.J. Gregg Division, McGraw-Hill Book Co. 1969.

_____ *You said it.* Hightstown, N.J. Gregg Division, McGraw-Hill Book Co. 1969.

Archer, F. C. & others. *General office practice;* 3d ed. Hightstown, N.J. Gregg Division, McGraw-Hill Book Co. 1968.

Barron, A. E. & Taylor, J. R. *Clerical office training.* Englewood Cliffs, N.J. Prentice-Hall, Inc. 1963.

Texts

Becker, E. R. & Rollason, P. N. *The high paid secretary.* Englewood Cliffs, N.J. Prentic-Hall, Inc. 1967.
Assists the ambitious secretary in attaining the top positions.

Beginning office worker; 5th ed. (Civil Service Tests) New York, N.Y. Arco Publishing Co., Inc. 1967.

Bredow, Miriam. *Medical secretarial procedures;* 5th ed. Hightstown, N.J. Gregg Division, McGraw-Hill Book Co. 1966.

Civil service handbook; 4th ed. (Civil Service Tests) New York, N.Y. Arco Publishing Co., Inc. 1965.

Clerk GS 1-4; 8th ed. (Civil Service Tests) New York, N.Y. Arco Publishing Co., Inc. 1967.

Famularo, Joseph,& Atkinson, Phillip. *Executive profile: a young man's guide to business success.* Gregg Division, McGraw-Hill Book Co. 1967.

Fisher, Robert. *Intensive clerical and civil service training;* 4th ed. New Rochelle, N.Y. South-Western Publishing Co. 1968.

Friedman, Sherwood,& Grossman, Jack. *Applied clerical practice;* 2d ed. New York, N.Y. Pitman Publishing Corp. 1962.

Texts

Friedman, Sherwood,& Grossman, Jack. *Modern clerical practice;* 3d ed. New York, N.Y. Pitman Publishing Corp. 1968.

_____ *Secretarial practice.* New York, N.Y. Pitman Publishing Corp. 1960.

Gregg, J. R. & others. *Applied secretarial practice;* 6th ed. New York, N.Y. Gregg Division, McGraw-Hill Book Co. 1968.

Loeb, R. H.,Jr. *Manners at work.* New York, N.Y. Association Press. 1967.

Lynott, M. L. *PBX and telephone technique.* Long Beach, Calif. Mary Lynott. 1967.

MacGibbon, E. G. *Fitting yourself for business;* 4th ed. Hightstown, N.J. Gregg Division, McGraw-Hill Book Co. 1961.

Morrison, Phyllis. *Getting the right job.* Hightstown, N.J. Gregg Division, McGraw-Hill Book Co. 1969.

_____ *Making the most of your skills.* Hightstown, N.J. Gregg Division, McGraw-Hill Book Co. 1969.

_____ *Making the most of yourself.* Hightstown, N.J. Gregg Division, McGraw-Hill Book Co. 1969.

_____ *Opportunities in today's office.* Hightstown, N.J. Gregg Division, McGraw-Hill Book Co. 1969.

Newton, Roy,& Green, H. H. *How to improve your personality;* 3d ed. Hightstown, N.J. Gregg Division, McGraw-Hill Book Co. 1963.

Russon, A. R. *Business behavior;* 3d ed. New Rochelle, N.Y. South-Western Publishing Co. 1964.

Sferra, Adam,& others. *Personality and human relations;* 2d ed. Hightstown, N.J. Gregg Division, McGraw-Hill Book Co. 1961.

Strony, M. S. & others. *The secretary at work;* 3d ed. Gregg Division, McGraw-Hill Book Co. 1966.

Tolman, Ruth. *Charm and poise for getting ahead.* Bronx, N.Y. Milady Publishing Co. 1967.

Turner, D. R. *Telephone operator;* 3d ed. New York, N.Y. Arco Publishing Co., Inc. 1967.

Uggams, Leslie. *The Leslie Uggams beauty book.* Englewood Cliffs, N.J. Prentice-Hall, Inc. 1966.

Whitcomb, Helen,& Cochran, Betty. *Charm for miss teen.* Hightstown, N.J. Gregg Division, McGraw-Hill Book Co. 1969.

_____ & Lang, Rosalind. *Charm: the career girl's guide to business and personal success.* Hightstown, N.J. Gregg Division, McGraw-Hill Book Co. 1964.

_____ *Charm for the modern woman.* Hightstown, N.J. Gregg Division, McGraw-Hill Book Co. 1968.

_____ & Whitcomb, John. *Strictly for secretaries;* rev. ed. Hightstown, N.J. McGraw-Hill Book Co. 1965.

Wood, M. W. & McKenna, Margaret. *The receptionist.* Hightstown, N.J. Gregg Division, McGraw-Hill Book Co. 1966.

Kits and Practice Sets

Archer, F. C. & others. *Office cashiering practice set.* Hightstown, N.J. Gregg Division, McGraw-Hill Book Co. 1969.
Gives support to the traditional office practice program.

_____ *Stock control practice set.* Hightstown, N.J. Gregg Division, McGraw-Hill Book Co. 1969.
Provides simulated stock control experience.

_____ & Stewart, J. R. *Model office practice set.* Hightstown, N.J. Gregg Division, McGraw-Hill Book Co. 1969.
Provides simulated office experience.

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Instructor and Trainee Aids

The girl with the halo. New York, N.Y. Olivetti Underwood Corp.
Introduces many secretarial do's and don'ts in a most unusual format.

How to be a super secretary. New York, N.Y. Remington Rand Office Machines.
Calls attention to qualifications that are important for secretaries.

The perfect secretary. Pittsfield, Mass. Eaton Paper Co.
Gives helpful hints on grooming, personality development, and typing.

Secretaries on the spot. Kansas City, Kans. National Secretaries Association.
Suggests ways of improving ones efficiency as a secretary.

Instructor and Trainee Aids

Secretary's story. Glen Cove, N.Y. Columbia Ribbon and Carbon Manufacturing Co., Inc.
Traces the history of the secretary from the time of the scribes in ancient Babylonia to the present.

The successful secretary. Hartford, Conn. Royal Office Typewriters.
Suggests successful office practices.

Suggestions for programs of office practice and procedures. New Rochelle, N.Y. South-Western Publishing Co.
Provides assistance with programs of office practice and procedures.

Teacher's manuals. Bronx, N.Y. Milady Publishing Co.
Offers suggestions for charm and personality improvement.

You as a secretary. Hartford, Conn. Royal Office Typewriters.
Gives career guidance information.

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Films

The extra step. U.S. Civil Service Commission. 30 min. color. Free - U.S. Civil Service Commission.
Shows the ways that office employees should deal with the public.

From eight to five. Auburn University. 1963. 20 min. sound. color. Rent - Indiana University Audio-Visual Center.
Describes various situations in performing their day-to-day duties.

Films

Getting a job. Encyclopaedia Britannica Educational Corp. 1954. 16 min. sound. black and white. Rent - Syracuse University Film Library.
Explains how to secure lists of prospects and how to use the personal history, the application, and the letter of recommendation.

Help wanted - secretary. General Electric. 1969. 18 min. sound. color. Rent - Business Education Films.
Illustrates the satisfactions possible from doing an excellent job as a secretary.

If an elephant answers. New York Telephone Co. 1967. 26 min. sound. color. Free - New York Telephone Co., New York State Department of Commerce.
Shows how a call to an office sets off a series of frustrating and amusing incidents which may have been avoided by the proper use of the telephone.

Manner of speaking. New York Telephone Co. 1962. 28 min. sound. color. Free - New York Telephone Co., New York State Department of Commerce.
Describes how poorly handled telephone calls can result in bad customer relations.

People are just people. National Cash Register Co. 18 min. sound. color. Free - Local NCR office.
Illustrates the five human weaknesses of laziness, carelessness, indifference, forgetfulness, and temptation and shows how these weaknesses can cause losses in business.

Films

The secretary: a normal day. Coronet. 1966. 11 min. sound. color. Rent - Business Education Films, Syracuse University Film Library.
Takes a secretary through a normal day in a modern office as she makes appointments, greets visitors, processes mail, supervises files, organizes a business trip, takes dictation, and transcribes.

Shorthand: see how they write. University of Wisconsin. 1966. 16 min. sound. black and white. Rent - Business Education Films, Syracuse University Film Library.
Demonstrates the Gregg method of shorthand.

The successful secretary. Royal Office Typewriters. 1968. 13 min. sound. color. Rent - Business Education Films.
Describes better ways to do the job in various secretarial situations.

Take a letter from A to Z. Gregg Division, McGraw-Hill Book Co. 1968. 15 min. sound. color. Rent - Business Education Films, Syracuse University Film Library.
Shows the opportunities in the secretarial profession.

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Filmstrips

How does your future look. Association Films. 16 min. sound. color.
Prepares high school girls for careers where appearance and a pleasing personality measure success.

Related Office Skills

Filmstrips

Just a secretary. Educational Activities, Inc. 1966. 11 min. sound. color. Rent - Business Education Films.
Gives a clear and up-to-date presentation of what business expects from its secretaries and explores the multiple duties and responsibilities of the position.

Preparing for work. University of Minnesota. color.
A series of 14 filmstips that deals with important vocational problems and aims to develop positive attitudes toward employment.

Secretarial training series. McGraw-Hill Text-Films. Rent - Business Education Films.
A series of 12 filmstrips that gives practical advice on how to improve secretarial skills and how to get along with others in the office.

Teaching slides. Milady Publishing Co.
Contains over 250 slides (35mm.) which may be purchased as an entire set, or as individual series to fit a charm program.

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Transparencies

Charm transparencies. Gregg Division, McGraw-Hill Book Co.
A series of transparencies that illustrates feminine problems of face and form and their solutions for good grooming.

Clerk-typist. Visual Products Division. 3M Co.
A series of 17 units that presents the responsibilities of the clerk-typist.

Transparencies

How to find a job. Tecnifax Corp.
A series of seven transparencies that gives information on where to look for a job, how to present personal and educational data, and how to use forms associated with employment.

I want a job. United Transparencies Inc.
A series of 15 transparencies that deals with the basic information needed to secure a job.

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Charts

Facial shape charts. Milady Publishing Co.
A series of five charts that shows hairstyle selection and makeup.

Great American businessmen. J. Weston Walch.
A series of 18 charts that gives the life story and picture of American businessmen.

Opportunities through business education. J. Weston Walch.
A series of 20 charts that calls attention to the opportunities available to those who have participated in the business education program.

Personality, ugh! Poster Visual Aids.
A series of six charts that indicates desirable personal traits that aid in working and getting along with others.

Secretarial do's and don'ts. J. Weston Walch.
A series of 18 charts that illustrates common suggestions for the secretary.

Charts

Stories about business. J. Weston Walch.
A series of 20 charts that explains the development and success of various American businesses.

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Tapes

Charm. Educational Research Associates.
A series of 16 tapes that gives a well-balanced, common sense approach to charm with applications to every day living, as well as on-the-job references.

Letter writing for the office. Educational Research Associates.
A series of 12 tapes emphasizing the methods of composing business letters.

Secretarial practice. Educational Research Associates.
A series of lectures on all major topics pertinent to secretarical practice.

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Records

Secretarial training records. Gregg Division, McGraw-Hill Book Co.
A series of 12 records that shows the importance of developing a desirable office personality.

Special Office Equipment

With the rapid advances being made in office business equipment, it is very possible that a teacher will find, available for instructional purposes, many different types of equipment with which he is not familiar.

Examples of such equipment include:

Friden, Inc.
- Add-Punch Adding Machine/ Tape Punch
- Flexowriter

IBM Corp.
- Magnetic Tape Selectric Typewriter
- Selectric Composer

McBee Systems
- Codetronic Auto-Punch

National Cash Register Co.
- Adding Machine Data-Input Model

Varityper Corp.
- VariTyper

The teacher should not avoid using equipment simply because he has had no previous experience with it. A demonstration; operator manuals; and instructional aids such as films, filmstrips, and charts may be secured from the local manufacturer's representative. Using these resources, the teacher should be able to prepare adequate instructional materials for most any equipment and thereby broaden the experiences available to the trainees.

Typewriting

Texts

Altholz, Gertrude. *Modern typwriting practice;* 3d ed. New York, N.Y. Pitman Publishing Corp. 1962.

Blendon, E. G. & Nalepa, B. H. *Quick survey in forms typing.* Hightstown, N.J. Gregg Division, McGraw-Hill Book Co. 1968.

Connelly, M. E. & Porter, L. J. *Typing speed builder.* Englewood Cliffs, N.J. Prentice-Hall, Inc. 1962.

Edmondson, F. W. *Medical typing;* 3d ed. New York, N.Y. G. P. Putnam's Sons. 1965.

Grubbs, R. L. & Weaver, D. H. *Typing improvement practice;* electric edition. Hightstown, N.J. Gregg Division, McGraw-Hill Book Co. 1969.

_____ *Typing improvement practice;* manual edition. Hightstown, N.J. Gregg Division, McGraw-Hill Book Co. 1969.

_____ & White, J. L. *Sustained timed writings;* 3d ed. Hightstown, N.J. Gregg Division, McGraw-Hill Book Co. 1969.

Hansen, K. J. *Progressive typing speed practice;* 3d ed. Hightstown, N.J. Gregg Division, McGraw-Hill Book Co. 1968.

Hossfield G. L. & Nelson, Julius. *Brief typing;* 2d ed. rev. Baltimore, Md. H. M. Rowe Co. 1966.

Texts

Leslie, Louis,& Pepe, P. S. *Typing simplified one year course.* New York, N.Y. American Book Co. 1960.

Lessenberry, D. D. & others. *20th century typewriting advanced course;* 9th ed. New Rochelle, N.Y. South-Western Publishing Co. 1962.

_____ *20th century typewriting complete course;* 9th ed. New Rochelle, N.Y. South-Western Publishing Co. 1967.

_____ *20th century typewriting first-year course;* 9th ed. New Rochelle, N.Y. South-Western Publishing Co. 1967.

_____ *Basic typewriting* (Adult and Continuing Education Series) New Rochelle, N.Y. South-Western Publishing Co. 1965.

Liles, Parker,& others. *Typing mailable letters;* 2d ed. Hightstown, N.J. Gregg Division, McGraw-Hill Book Co. 1968.

_____ *Typing mailable letters: projects in placement, punctuation, proofreading, and production.* Hightstown, N.J. Gregg Division, McGraw-Hill Book Co. 1960.

Lloyd, A. C. & Hosler, R. J. *Personal typing;* 3d ed. Hightstown, N.J. Gregg Division, McGraw-Hill Book Co. 1968.

_____ & others. *Typing power drills;* 2d ed. Hightstown, N.J. Gregg Division, McGraw-Hill Book Co. 1965.

Texts

Lloyd, A. C. & others. *Typing skill drives.* Hightstown, N.J. Gregg Division, McGraw-Hill Book Co. 1960.

MacClain, L. F. & Dame, F. J. *Typewriting techniques and short cuts;* 3d ed. New Rochelle, N.Y. South-Western Publishing Co. 1961.

Mulkerne, D. J. & Andrews, M. E. *Civil service tests for typists.* Hightstown, N.J. Gregg Division, McGraw-Hill Book Co. 1968.

Nanassy, L. C. & others. *Personal typing.* New York, N.Y. Pitman Publishing Corp. 1969.

Pepe, P. S. *Personal typing in 24 hours;* 4th ed. Hightstown, N.J. McGraw-Hill Book Co. 1965.

Perkins, E. A. & others. *Practice for professional typing.* Hightstown, N.J. McGraw-Hill Book Co. 1968.

Practice for clerical, typing and stenographic tests (Civil Service Tests) New York, N.Y. Arco Publishing Co., Inc. 1965.

Reed, C. A. & others. *Comprehensive typewriting complete course.* Boston, Mass. Allyn and Bacon, Inc. 1964.

_____ *Comprehensive typewriting first course.* Boston, Mass. Allyn and Bacon, Inc. 1964.

Reinger, Charles. *Rowe typing;* 6th ed. Baltimore, Md. H. M. Rowe Co. 1967.

_____ *Typewriting speed tests;* 3d ed. Baltimore, Md. H. M. Rowe Co. 1960.

Texts

Root, K. B. & Byers, E. E. *Medical typing practice;* 2d ed. Hightstown, N.J. Gregg Division, McGraw-Hill Book Co. 1968.

Rowe, J. L. *Typing for accuracy;* 6th ed. Baltimore, Md. H. M. Rowe Co. 1967.

_____ & Etier, Faborn. *Typing drills for speed and accuracy;* 3d ed. Hightstown, N.J. Gregg Division, Mc-Graw-Hill Book Co. 1966.

_____ & others. *Gregg typing, keyboard course.* Hightstown, N.J. Gregg Division, McGraw-Hill Book Co. 1966.

_____ *Gregg typing 191 series book 1, general typing;* 2d ed. Hightstown, N.J. Gregg Division, McGraw-Hill Book Co. 1967.

_____ *Gregg typing 191 series book 2, vocational office typing;* 2d ed. Hightstown, N.J. McGraw-Hill Book Co. 1967.

Scott, W. E. & others. *Modern basic typewriting;* 2d ed. New York, N.Y. Pitman Publishing Corp. 1962.

Siegfried, W. *Typing medical forms.* Hightstown, N.J. Gregg Division, McGraw-Hill Book Company. 1968.

Stenographer-typist, GS-1 through GS-7. (Civil Service Tests) New York, N.Y. Arco Publishing Co., Inc. 1967.

Stokes, P. A. *Today's typing;* 5th ed. Bethesda, Md. Global Publishing Corp. 1968.

Thompson, J. M. *101 typewriting timed writings;* 2d ed. New Rochelle, N.Y. South-Western Publishing Co. 1961.

Texts

Wanous, S. J. *Personal and professional typing;* 3d ed. New Rochelle, N.Y. South-Western Publishing Co. 1967.

_____ & Wanous, E. E. *Basic typewriting drills;* 4th ed. New Rochelle, N.Y. South-Western Publishing Co. 1968.

Winger, F. E. & others. *Gregg typing 1.* (A Continuing Education Text-Kit) Hightstown, N.J. Gregg Division, McGraw-Hill Book Co. 1965.

_____ *Gregg typing 2.* (A Continuing Education Text-Kit) Hightstown, N.J. Gregg Division, McGraw-Hill Book Co. 1966.

_____ & Weaver, D. H. *Gregg tailored timings;* electric edition. Hightstown, N.J. Gregg Division, McGraw-Hill Book Co. 1969.

_____ *Gregg tailored timings;* manual edition. Hightstown, N.J. Gregg Division, McGraw-Hill Book Co. 1969.

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Programed Instruction

Brendel, L. A. & Leffingwell, Elsie. *English usage drills and exercises.* Hightstown, N.J. Gregg Division, McGraw-Hill Book Co. 1968.
Provides a review of the fundamentals of English grammar.

Brendel, L. A. & Near, Doris. *Punctuation drills and exercises.* Hightstown, N.J. Gregg Division, McGraw-Hill Book Co. 1968.
Gives a review of the fundamentals of English grammar.

Programed Instruction

_____ *Spelling drills and exercises.* Hightstown, N.J. Gregg Division, McGraw-Hill Book Co. 1964.
Provides a review of the fundamentals of spelling.

Centering and tabulating practices for typists. Anaheim, Calif. Litton Instructional Materials, Inc. 1966.
Indicates how to properly position paper in the machine and to center material, both vertically and horizontally, on regular and odd size paper.

Ferguson, M. A. & Nalepa, B. H. *Basic Gregg typing/1.* Hightstown, N.J. Gregg Division, McGraw-Hill Book Co. 1969.
Provides a program for underachievers.

_____ *Basic Gregg typing/2.* Hightstown, N.J. Gregg Division, McGraw-Hill Book Co. 1969.
Provides a program for underachievers.

Manuscript arrangement for typists. Anaheim, Calif. Litton Instructional Materials, Inc. 1966.
Shows the proper form for bound and unbound manuscripts.

Practices in typing the business letter. Anaheim, Calif. Litton Instructional Materials, Inc. 1966.
Explains the placement of the standard parts of the block and the modified block style business letter, for both the pica and elite machines.

Proofreading the typed manuscript. Anaheim, Calif. Litton Instructional Materials, Inc. 1966.
Shows the use of the common editing symbols, rules for correct spacing following punctuation marks, and the use of underlines or quotation marks with titles are presented.

Kits and Practice Sets

Agnew, P. L. & Atkinson, P. S. *Typewriting office practice;* 4th ed. New Rochelle, N.Y. South-Western Publishing Co. 1968.
Gives office typing experience.

Anderson, R. I. & Porter, L. J. *130 Basic typing jobs;* 2d ed. Englewood Cliffs, N.J. Prentice-Hall, Inc. 1964.
Contains typing jobs taken from actual business offices.

Cleary, J. B. *English style skill builders: a self-improvement kit for transcribers and typists.* Hightstown, N.J. Gregg Division, McGraw-Hill Book Co. 1967.
Helps to improve skills in those areas of language usage, punctuation, spelling, and office procedures that employers and supervisors consider essential.

Frisch, V. A. & Handal, J. S. *Applied office typewriting: a practice set in clerical typing;* 3d ed. Hightstown, N.J. Gregg Division, McGraw-Hill Book Co. 1968.
Assists in developing business competency in clerical typing.

Grahm, Milton, & others. *Legal typewriting* (Kit). Hightstown, N.J. Gregg Division, McGraw-Hill Book Co. 1968.
Gives a general background in preparing many types of legal documents as well as an understanding of legal terminology.

Reigel, C. E. & Perkins, E. A. *Executive typewriting.* Hightstown, N.J. Gregg Division, McGraw-Hill Book Co. 1966.
Provides an opportunity to work with difficult and advanced materials.

Kits and Practice Sets

Reigner, Charles. *Office typing;* rev. Baltimore, Md. H. M. Rowe Co. 1966.
Provides actual business office jobs.

Rosen, Steve, & others. *Practical office typewriting.* New York, N.Y. Pitman Publishing Corp. 1969.
Gives a practical one-semester course in all the major typing duties of office employees.

Sandry, Esther. *Typewriting office practice.* New York, N.Y. Pitman Publishing Corp. 1961.
Furnishes an opportunity to work from handwritten copy, corrected or rough draft, partly typed and partly handwritten material; to take dictation at the typewriter; to compose letters; and to solve arithmetic problems.

Sass, Esther. *Advanced typing projects.* New York, N.Y. Pitman Publishing Corp. 1968.
Gives experience in typing problems based on an office typist's most common duties.

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Instructor and Trainee Aids

A brief history of the typewriter. New York, N.Y. Remington Rand Office Machines.
Traces the development of the typewriter.

Diatype program. Columbus, Ohio. Scientific Advances, Inc.
Enables a student to find and correct his own typing problems.

Instructor and Trainee Aids

Electric keyboard mastery. Hartford, Conn. Royal Office Typewriters.
Helps the manual typist to transfer to the electric typewriter.

Electric typing methods for the teacher. Hartford, Conn. Royal Office Typewriters.
Presents a step-by-step procedure for teaching the beginning student on the electric, transferring from manual to electric, and transferring from electric to manual.

Finger dexterity drills. Hartford, Conn. Royal Office Typewriters.
Develops finger dexterity through the use of warm-up, corrective, and finger strengthing drills; alphabetic words and sentences; alternating finger; and high speed drills.

Friedman, Sherwood, & Grossman, Jack. *Handbook for typists;* 2d ed. New York, N.Y. Pitman Publishing Corp. 1962.
Serves as a reference book or instruction aid for typists at home, at school, or at the office.

History of the typewriter. New York, N.Y. Olivetti Underwood Corp.
Traces the development of writing and of the typewriter.

History of the typewriter. Hartford, Conn. Royal Office Typewriters.
Describes the highlights leading from the quill pen to the precision writing machine of today.

Instructor and Trainee Aids

House, C. R. & Skurow, Samuel. *Typewriting style manual.* New Rochelle, N.Y. South-Western Publishing Co. 1968.
Covers centering, business letter styles, manuscripts, tabulation, capitalization, punctuation, and other areas pertaining to style. Correlated with *20th Century Typewriting,* 9th ed. by Lessenberry, Crawford, and Erickson.

The IBM Executive electric typewriter program. New York, N.Y. International Business Machines Corp.
Helps the typist to obtain maximum performance from the IBM Executive Typewriter.

The IBM Selectric. . . An introductory course. New York, N.Y. International Business Machines Corp.
Acquaints the typist with the operation and use of the IBM Selectric.

Kee-Type-Trainer. Baltimore, Md. Kee, Inc.
Provides an electronic visual training aid consisting of a fully automated simulated typewriter keyboard, a central console, and tear-proof tapes. The tapes cause letters on the display board to light up at a rate of speed predetermined by the teacher.

Lamb, M. M. *Your first year of teaching typewriting;* 2d ed. New Rochelle, N.Y. South-Western Publishing Co. 1959.
Presents the beginning teacher's view of typewriting.

Office style typing. Chicago, Ill. Ditto Division, Bell and Howell Co.
Gives experience in the kind of work that a beginning typist would perform.

Instructor and Trainee Aids

Office style typing. New York, N.Y. Olivetti Underwood Corp.
Gives practical experience covering the typist's work day.

Practices and preferences in teaching typewriting. Monograph 117. New Rochelle, N.Y. South-Western Publishing Co. 1967.
Discusses patterns of typewriting instruction, keyboard mastery, skill building techniques, and evaluation.

Royal timed typing tests for speed forcing. Hartford, Conn. Royal Office Typewriters.
Presents four typing tests, each test counted for one-five-and ten-minute timings.

Russon, A. R. & Wanous, S. J. *The philosophy and psychology of teaching typewriting.* New Rochelle, N.Y. South-Western Publishing Co. 1960.
Discusses the important problems, principles, and procedures in the teaching of typewriting.

A secretary's day in the office of Lenox China. Trenton, N.J. Lenox Inc.
Gives practice in centering, tabulation, rough drafting, proofreading, margin setting, speed, and auxiliary skills.

Some typing authorities speak; 2d ed. Englewood Cliffs, N.Y. Prentice-Hall, Inc. 1963.
Presents twelve topics by authorities in business education for the experienced as well as the inexperienced typing teacher.

Instructor and Trainee Aids

Teacher's guide to transfer lessons from IBM Selectric typewriter to manual typewriter. New York, N.Y. International Business Machines.
Helps to facilitate the transfer from the electric typewriter to the manual typewriter.

Tips to typists. New York, N.Y. SCM Corp.
Contains many typing do's and don'ts, as well as typing short-cuts and other valuable suggestions.

25 typing shortcuts. New York, N.Y. Remington Rand Office Machines.
Illustrates 25 ways for improving performance at the typewriter.

Typewriter application manual. New York, N.Y. Olivetti Underwood Corp.
Gives information on all factors affecting the production and quality of typewritten work.

Typing do's and don'ts. Hartford, Conn. Royal Office Typewriters.
Gives helpful suggestions for improving manual and electric typing techniques.

West, L. J. *Acquisition of typewriting skills.* New York, N.Y. Pitman Publishing Corp. 1968.
Provides a method book that maintains the best of traditional techniques while suggesting improved methods and materials based on the latest educational and psychological research.

White, J. F. & Shank, B. C. *Teaching typewriting.* Portland, Maine. J. Weston Walch. 1964.
Discusses the organization of the typewriting room, equipment, teaching methods, techniques of motivation, evaluation, and visual aids.

Films

First step typing. Sterling Films. 1968. 12 min. sound. color. Rent - Business Education Films.
Demonstrates the purpose and correct handling of the various manipulative parts of the typewriter.

Impressions. IBM. 1964. 11 min. sound. color. Free - IBM.
Describes the variety of typewriting supplies which work together to create the desired impressions.

Posture and the keyboard. Sterling Films. 1968. sound. color. Rent - Business Education Films.
Shows the importance of good posture.

Remedial typing. Sterling Films. 1968. 11 min. sound. color. Rent - Business Education Films.
Shows that the most common typing errors result from poor posture and finger positioning, a bad striking action and carriage return, unrhythmic typing, and a generally careless attitude.

Right at the typewriter. IBM. 1962. 27 min. sound. black and white. Free - Modern Talking Picture Ser.
Illustrates posture, stroking, letter forms, carbon copies, carbon paper, typing of forms, ribbons, and stencils.

Typewriter techniques. Sterling Films. 1968. 12 min. sound. color. Rent - Business Education Films.
Describes the function and purpose of several of the manipulative parts of the machine, and shows the various hand and finger position for numbers.

Films

Typing skills: building speed. Coronet Films. 1966. 12 min. sound. color. Rent - Business Education Films, Syracuse University Film Library.
Indicates how practice will improve work attitudes, typing patterns, speed, and confidence.

Typing skills: daily job techniques. Coronet Films. 1966. 13 min. sound. color. Rent - Business Education Films, Syracuse University Film Library.
Illustrates ways to increase such typing skills as organizing one's desk; grouping similar jobs; and applying proper techniques in typing envelopes, stencils, and reports.

Typing techniques. Sterling Films. 1968. 12 min. sound. color. Rent - Business Education Films.
Shows various typing techniques such as correcting errors, handling carbons, lining up, typing of envelopes, and realining an interrupted letter.

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Filmstrips

Keyboard reinforcement. Gregg Division, McGraw-Hill Book Co. 1969.
A series of six filmstrips that provides a variety of keyboard exercises. Used with a skill-builder-type projector.

Skill development, electric machines. Gregg Division, McGraw-Hill Book Co. 1969.
A series of six filmstrips that provides exercises on the electric machine. Used with a skill-builder-type projector.

Filmstrips

Skill development, manual machines. Gregg Division, McGraw-Hill Book Co. 1969.
A series of six filmstrips that provides exercises on the manual machine. Used with a skill-builder-type projector.

Typewriting series. McGraw-Hill Text-Films.
A series of 14 filmstrips that shows the correct use of the typewriter and important typing techniques.

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Transparencies

Clerk-typist. Visual Products Division, 3M Co.
A series of 17 units that presents the responsibilities of the clerk-typist.

Typing transparencies. Gregg Division, McGraw-Hill Book Co.
A series of transparencies that covers the keyboard and fundamentals of production.

Typewriting transparencies. South-Western Publishing Co.
A series of 92 transparencies that covers most aspects of typing.

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Charts

The case of the new, new ribbon. Poster Visual Aids.
Shows the steps to change a ribbon.

Charts

Key location guides. H. M. Rowe Co.
Shows individual key locations for either the manual or the electric typewriter.

Keyboard diagram electric typewriter. Royal Office Typewriters.
Illustrates the keyboard of the electric typewriter.

Keyboard diagram manual typewriter. Royal Office Typewriters.
Shows the keyboard of the manual typewriter.

Posture wall chart. Royal Office Typewriters.
Shows correct posture at the typewriter.

Progress chart. Royal Office Typewriters.
Provides space for recording speed and accuracy ratings for a class of 40 typing students.

Scriptor operative parts. Olivetti Underwood Corp.
Illustrates the operative parts of the electric typewriter.

Tap Tapnik, the satellite man, and his typing techniques . . . Poster Visual Aids.
Emphasizes 13 fundamental typing techniques.

Touch-master five operative parts. Olivetti Underwood Corp.
Illustrates the operative parts of the manual typewriter.

Typewriting speed charts. South-Western Publishing Co.
Available to schools using any of the South-Western Publishing Company typewriting textbooks.

Charts

Typewriter wall charts. Business Equipment Manufacturers Association.
Distributes keyboard wall charts for major manufacturers of manual and electric typewriters.

Typewriting wall charts. Teaching Aids Inc.
A series of 20 charts that covers many aspects of typing.

Typing do's and duds. Poster Visual Aids.
A series of 12 charts that illustrates typing techniques and good work habits.

Typing habits, ugh! Poster Visual Aids.
A series of six charts that emphasizes desirable typing habits that will aid the typist to become an efficient office worker.

Typing picture posters. Gregg Division, McGraw-Hill Book Co.
A series of 12 posters that shows various letter styles, the proper positioning of the address on the envelope, long and short reports, the personal letter, the business letter, and card styles.

Typing progress chart. Olivetti Underwood Corp.
Highlights typing speed by enabling the teacher to record the typing speed progress of up to 30 students. Consists of one chart.

Typing wall chart. Gregg Division, McGraw-Hill Book Co.
Provides the keyboard on one side and the reverse side may be used for a projection screen.

Tapes

Fundamentals of Production. Gregg Division, McGraw-Hill Book Co.
A series of 12 tapes that covers lessons 24-28 of *Gregg Typing 191 Series Book 1 General Typing,* 2d ed.

Keyboard course. Gregg Division, McGraw-Hill Book Co.
A series of 12 tapes that covers lessons 1-24 of *Gregg Typing 191 Series Book 1 General Typing,* 2d ed. and *Gregg Typing, Keyboard Course.*

Typewriting tapes. South-Western Publishing Co.
A series of 15 tapes that presents lessons 1-30 of *20th Century Typewriting,* 9th ed.

Typewriting tapes. Special tapes correlated with *20th Century Typewriting,* 9th ed. are available for:

EFI equipment from—
Electronic Futures, Inc.
57 Dodge Avenue
North Haven, Connecticut 06473

Ediphone equipment from—
Dolbey and Co.
23372 Victory Parkway
Cincinnati, Ohio 45206

Norelco equipment from—
Western Tape, Division of
Educational Products Co.
2273 Old Middlefield Way
P. O. Box 69
Mountain View, California 94040

Typing skill drives. Gregg Division, McGraw-Hill Book Company.
A series of 10 tapes that assists the student to increase speed and reduce the number of errors.

Tapes

Typing. Educational Research Associates.
A series of 74 tapes that provides the first year lessons in *20th Century Typewriting*, 9th ed.

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Records

Keyboard drills and exercises. Gregg Division, McGraw-Hill Book Co.
A series of 20 records that provides instruction for mastering the typewriter keyboard. Correlated with *Gregg Typing 191 Series Book 1 General Typing*, 2d ed.

Rhythm records, accelerated speed. Gregg Division, McGraw-Hill Book Co.
A series of 10 records that builds speed two words a minute on each three-minute side.

Typewriting rhythm records, 16-60 Series. Gregg Division, McGraw-Hill Book Co.
A series of 12 records that builds speed with 3 one-minute timings, each two-wam faster than the previous one.

Miscellaneous Reference Materials

General

Douglas, L. V. & others. *Teaching business subjects;* 2d ed. Englewood Cliffs, N.J. Prentice-Hall, Inc. 1965.
Presents methods of teaching different subjects in the field of business education.

Harms, Harm, & Stehr, B. W. *Methods in vocational business education;* 2d ed. New Rochelle, N.Y. South-Western Publishing Co. 1963.
Discusses the vocational value of business subjects.

Nolan, C. A. & others. *Principles and problems of business education;* 3d ed. New Rochelle, N.Y. South-Western Publishing Co. 1967.
Considers the general principles of business education.

Tonne, H. A. *Principles of business education;* 4th ed. Hightstown, N.J. Gregg Division, McGraw-Hill Book Co. 1969.
Deals with the various aspects of teaching business subjects.

_____ & others. *Methods of teaching business subjects;* 3d ed. Hightstown, N.J. Gregg Division, McGraw-Hill Book Co. 1965.
Discusses techniques of teaching in the field of business education.

General

White, J. F. & Dewar, T. I. *Successful devices in teaching clerical practice.* Portland, Maine. J. Weston Walch. 1959.
Presents over 300 tested ideas for teaching typing, letter writing, simple record keeping, use of business machines, filing, and communications. Over 100 business educators contributed their best teaching methods to this book.

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Periodicals

Balance sheet. South-Western Publishing Co. 5101 Madison Rd. Cincinnati, Ohio 4522. Monthly - Sept. to May.
Provides a forum for the discussion of problems of interest to the classroom teacher. Teachers may request to be placed on mailing list.

Business education world. Gregg Division, McGraw-Hill Book Co. 330 West 42nd St. New York, N.Y. 10036. Monthly - Oct. to Apr.
Gives timely topics of interest for the classroom teacher. Many issues contain award tests in a specific area of business education. Teachers may request to be placed on mailing list.

Journal of business education. Robert C. Trethaway. 34 North Crystal St. East Stroudsburg, Pa. Monthly - Oct. to May.
Presents articles on all phases of business education.

Miscellaneous Reference Materials

Periodicals

What's new in business education. Prentice-Hall, Inc. Englewood Cliffs, N.J. 07632. Annual - fall.
Provides information about new Prentice-Hall publications, authors in the field of business education, and topics of interest to classroom teachers. Teachers may request to be placed on mailing list.

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Dictionaries and Word Books

Hamburger, Edward. *A business dictionary.* Englewood Cliffs, N.J. Prentice-Hall, Inc. 1967.
Gives definitions for more than 2,100 business terms and ideas.

March, F. A. & March F. A., Jr. *March's thesaurus and dictionary of the English language.* New York, N.Y. Doubleday & Co., Inc. 1968.
Provides a full unabridged and comprehensive thesaurus with dictionary definitions giving the shades of meaning among the various synonyms, antonyms, and other words.

Roget, P. M. *Roget's international thesuarus;* 3d ed. New York, N.Y. Thomas Y. Crowell Co. 1962.
Gives different words to fit an idea.

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Secretarial Handbooks

Doris, Lillian,& Miller, B. M. *Complete secretary's handbook;* 2d ed. Englewood Cliffs, N.J. Prentice-Hall, Inc. 1960.
Explains and illustrates how to do every single job on which the secretary's success depends.

Secretarial Handbooks

The new world secretarial handbook. Edited by A. E. Klein. Cleveland, Ohio. World Publishing Co. 1968.
Describes the role of the professional secretary in Part I. Fundamental procedures and techniques are covered in Part 2. Advanced procedures and techniques are discussed in Part 3, and guides to grammar and effective communication are found in Part 4.

Flynn, Patricia. *The complete secretary.* New York, N.Y. Pitman Publishing Corp. 1965.
Provides ready answers to the daily needs of the secretary. Describes such secretary's responsibilities as setting up a letter, making travel arrangements, and personal-business duties. Provides spelling, grammar and punctuation. and English usage guides.

Gavin, R. E. & Hutchinson, E. L. *Reference manual for stenographers and typists;* 3d ed. Hightstown, N.J. Gregg Division, McGraw-Hill Book Co. 1961.
Answers the puzzling questions of those who work with words. Also contains the details for preparing an acceptable business letter.

House, C. R. & Koebele, A. M. *Reference manual for office personnel;* 5th ed. New Rochelle, N.Y. South-Western Publishing Co. 1970.
Present tips on typing, letter placement, letter mechanics, tabulation, grammar, punctuation, spelling aids, and word division.

Whalen, D. H. *The secretary's handbook.* New York, N.Y. Harcourt, Brace & World, Inc. 1968.
Covers the typing of manuscripts and office reports, letter mechanics, grammar and word usage, postal information, and reference sources.

Style Books

A manual of style; 12th ed. Chicago, Ill. University of Chicago Press. 1969.
States clear and simple guidelines for preparing and editing copy in a form that follows the creation of a book from start to finish.

Style manual; rev. ed. Washington, D.C. U.S. Government Printing Office. 1967.
Gives suggestions for uniform word and type treatment and economy of word use.

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